



Police Department In-Car Video Request Form

Attorney Requesting Video: _____

Print Name

Signature: I certify I represent the below listed defendant

Attorney bar Number _____

Address:

Phone Number:

Law Firm (If applicable):

**All videos are charged a \$30.00
reproduction fee.**

The following information is required to ensure the proper video is accessed/reproduced:

Arresting Officer: _____ Case #: _____

Date/Time of Arrest: _____

Arrestee's Name: _____ Race/Sex: _____/_____

Location of Arrest: _____

Type of Incident or Charges: _____

Court Date: _____

(Solicitor's Use Only)

Approved ☐

Denied ☐

Approved By: _____

Print Name/Title _____

Signature/Date _____



Request for Sandy Springs Police Department In-Car Video

The City Clerk's Office no longer processes Police Department In-Car Video requests.

Please follow the procedure detailed below for obtaining Police Department In-Car Video records.

To Request In-Car Video(s):

1. Complete the Police Department In-Car Video Request form and submit the form to:
CitySolicitor@SandySpringsga.gov
2. After approval from the City Solicitor's office, the request form will be forwarded to the Police Department for reproduction of the video(s).

3. The Police Department will notify the requester when the video is ready for pick up.

NOTE: Please allow ten days for processing by the Police Department after receipt of the approved Request form.

(If you have any questions regarding the video, please call 770-551-6900).

If you have any questions about this process, please do not hesitate to contact us at 770-730-5600.